

	Trustees' Annual Report for the period						
	Period start date			Period end date			
	From	1st	September	2023	To	31st	August

Section A Reference and administration details

Charity name	Lavendon Pavilion Pre-School
Other names charity is known by	

Registered charity number (if any)	1152573
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Charity's principal address	63a High Street
	Lavendon
	Olney, Buckinghamshire,
	MK46 4HA

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Louise O'Boyle	Committee Member		Any trustees can nominate and then they are voted on at the AGM or a committee meeting
2	Lucie Howard	Finance		
3	Mike Griffiths	Chairman		
4				
5				
6				
7				
8				
9				
10				
	Names of the trustees for the charity, if any, (for example, any custodian trustees)			
	Name		Dates acted if not for whole year	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	PSLA Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Committee members are nominated at Pre-school AGM, they can also be appointed

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Lavendon Pavilion Pre-school is registered with OFSTED (reg.no.EY463628) and is a member of the Pre-School Learning Alliance

The Pre-School has a childcare protection policy in place which includes carrying out Criminal Records Bureau checks for trustees and any new or existing members of staff.

All Trustees and staff sign and agree to confidentiality and code of conduct and statements. All staff and trustees are familiar with the settings safeguarding policy and the current EYFS guidelines.

We pay LEO Bookkeeping Services Ltd (of which Lucie Howard is a director), who is an Accountant, to do our accounts, payroll and prepare the charity commission return, she is paid for this role.

We are still waiting for OfSTED to approve our application by the Company Limited By Guarantee to be registered as an early year provider. We have been trying to do this now for 6 years without success.

The Pre-School has close links with Lavendon Combined School. There are regular trips made from pre-school to Lavendon School to make the transition to school smooth. The reception teacher also comes into preschool to spend time with the children in the summer term before the children start school.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

THE AIMS OF THE PRE-SCHOOL ARE TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN PRIMARILY UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS AND BY:

(A) OFFERING APPROPRIATE PLAY, EDUCATION AND CARE FACILITIES, FAMILY LEARNING AND EXTENDED HOURS GROUPS, TOGETHER WITH THE RIGHT OF PARENTS TO TAKE RESPONSIBILITY FOR AND TO BECOME INVOLVED IN THE ACTIVITIES OF SUCH

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

<p>GROUPS, ENSURING THAT SUCH GROUPS OFFER OPPORTUNITIES FOR ALL CHILDREN WHATEVER THEIR RACE, CULTURE, RELIGION, MEANS OR ABILITY</p> <p>(B) ENCOURAGING THE STUDY OF THE NEEDS OF SUCH CHILDREN AND THEIR FAMILIES AND PROMOTING PUBLIC INTEREST IN AND RECOGNITION OF SUCH NEEDS IN THE LOCAL AREAS</p> <p>(C) INSTIGATING AND ADHERING TO AND FURTHERING THE AIMS AND OBJECTS OF THE PRE-SCHOOL LEARNING ALLIANCE.</p>
<p>Lavendon Pre-School is a small, friendly trustee managed pre-school providing a varied, interesting and informative Early Years education and childcare for children between the age of two to five years from Lavendon and the surrounding villages.</p> <p>We offer 15 and 30 hours free government funding per week for children aged 3-4 years, additional hours are also available. We currently have funded 2 year olds attending the Pre-school that meet the current 'Time for 2's' funding criteria.</p> <p>The Pre-School employs 3 part-time staff (Leader, Deputy Leader and Assistant) during the year to provide a daily morning sessions (9am to 12pm) and an afternoon session (12pm-3pm) Monday to Friday. Full days are available. Whilst numbers allow we also operate a lunch club to allow the morning children to stay for an extra hour 12-1pm for lunch.</p> <p>We welcome all children within the age range regardless of personal circumstance, gender, faith, cultural background and lingual ability.</p> <p>The Pre-School is located in the heart of the village adjacent to the village playing field providing an excellent location for outdoor activities and involvement in community events.</p>

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D Achievements and performance

Summary of the main achievements of the charity during the year

Numbers were sustainable at the beginning of this academic year and have increased by the end of the year. This has been helped by more of the new housing development in the village being finished and all houses are now lived in.

As pupil numbers increase the Pre-School increases staff hours to ensure ratios are maintained. All sessions are covered by a minimum of 2 qualified members of staff plus 1 additional staff member as ratios require. All staff are already fully qualified or working toward qualifications.

All children who wanted to attend were given a place and we have tried to accommodate parental needs where possible.

We pride ourselves in providing a variety of exciting activities and opportunities for the children. These are provided to capture the children's interests and help them to grow in independence and confidence, as well as gain knowledge and enthusiasm towards learning.

Our curriculum is inclusive and celebrates diversity. The aim is to guide our children to become responsible citizens of the future.

We follow the children's interests, as well as the EYFS statements.

Activities & Themes included:

All about me	Bonfire night	Our Wonderful World
Diwali	Recycling	Colours and Colour changes
Seasons	Life cycles	The Gingerbread Man
Christmas	Artic Animals	Taking care of our Environment
Holidays	Chinese New Year	Getting Ready for School

During our learning journey, we offer a range of further opportunities to

Section D

Achievements and performance

ignite our children's interests such as:-

Music

PE

Cooking

Crafts

Exploring the local community

Events:

Parents stay and play

Christmas party

Easter egg hunt

Sports day

Graduation party

Our parents are invited to all of our events.

Parents donate messy play, cooking and craft supplies.

We continued with our lunch club to extend the morning session until 1pm and registration fees for new children which paid for a welcome pack and t-shirt for each child. In order to provide a more wholesome snack we also asked for snack donations.

A significant contribution is made by the committee members who provide a management service to the Pre-School.

Due to a lack of committee members we have not done any fundraising for preschool this year, but we have raised money for other charities including Children in Need.

The long awaited garden refurbishment was completed with a safer flooring, a new covered area, and play equipment as well as making the space bigger and removing a shed. We had new signage designed and the area was painted in bright colours. The children have really enjoyed exploring this.

Section E

Financial review

Brief statement of the charity's policy on reserves

We have reserve funds to cover maternity, sick pay and if we had to close, 3 months running costs and redundancy.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Principle sources of funds are funding payments from Milton Keynes Council for eligible 2 year olds and 3 and 4 year olds who receive their 15 or 30 hours of funding. We also receive fees from parents who pay for additional hours or 2 year olds not eligible for funding. We have received funds from fundraising outlined in section D.

The **expenditure has supported the key objectives** by providing resources and staffing for the preschool to ensure all children have access to the EYFS standards.

Section F Other optional information

Future Plans for the Pre-School

- To invest further in the staff development and training.
- To increase the numbers of children attending to secure the future of the preschool
- To re-establish the committee by adding parents in addition to the Trustees.
- To create greater awareness of the pre-school in the local community.
- For the pre-school to grow in numbers particularly supporting funded 2's.
- Continue to develop relationships with Lavendon School to ensure smooth transition for pre-school leavers.

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	L.Howard	M Griffiths
Full name(s)	Lucie Howard	Mike Griffiths
Position (eg Secretary, Chair, etc)	Committee Member	Chairman
Date	10/04/2025	

YE Accounts

Lavendon Pavilion PreSchool
For the year ended 31 August 2024

Prepared by LEO Bookkeeping Services Ltd

Detailed Profit and Loss

Lavendon Pavilion PreSchool For the year ended 31 August 2024

	2024	2023
Sales		
Adhoc Sessions	61.00	-
Children's Uniform (230)	138.50	114.75
Funded fees	40,178.94	48,837.18
Interest Income	222.69	26.65
Lunch Club	165.00	95.00
Other Revenue	254.60	1,157.78
Private Fees	12,831.00	13,180.00
Registration Fees	120.00	99.50
Snack Donation	219.03	338.72
Total Sales	54,190.76	63,849.58
Gross Profit	54,190.76	63,849.58
Expenses		
General Administration		
Accountancy Costs	2,280.85	2,539.20
Advertising & Marketing	227.70	1,589.16
Charity Commission Return	90.00	75.00
Children's Uniform (501)	-	361.00
Companies House	13.00	-
DBS	-	18.60
Depreciation Expense Account	735.99	679.30
Director's Remuneration	-	2,400.00
Employers NI	(0.34)	617.29
Entertainment 100% business	301.86	310.19
Equipment/toys	-	270.28
General Expenses	538.25	749.85
Insurance	674.11	754.11
IT Software And Consumables	18.75	-
Membership	-	209.28
Mobile Phone	100.48	220.37
Office Expenses	274.50	50.58
Pavilion Rent	6,102.00	7,410.00
Pensions Costs	404.82	411.73
PSLA/OFSTED memberships	150.91	-
Recruitment	102.71	204.00
Repairs and Maintenance	110.00	-
Setting Improvements	-	480.00
Snacks	228.86	345.46
Staff Training	48.00	690.40
Subscriptions	281.88	12.60

	2024	2023
Telephone & Internet	208.07	6.00
Wages Expense	33,104.24	45,276.37
Total General Administration	45,996.64	65,680.77
Total Expenses	45,996.64	65,680.77
Operating Profit (Loss)	8,194.12	(1,831.19)
Profit (Loss) on Ordinary Activities before Taxation	8,194.12	(1,831.19)
Net Profit (Loss) for the Period	8,194.12	(1,831.19)

Balance Sheet

Lavendon Pavilion PreSchool As at 31 August 2024

	31 AUG 2024	31 AUG 2023
Fixed Assets		
Tangible assets	26,725.94	18,906.58
Total Fixed Assets	26,725.94	18,906.58
Creditors: amounts falling due within one year		
Other creditors	(291.50)	181.66
Total Creditors: amounts falling due within one year	(291.50)	181.66
Net current assets (liabilities)	291.50	(181.66)
Total assets less current liabilities	27,017.44	18,724.92
Net Assets	27,017.44	18,724.92
Capital and reserves		
Profit and loss account	8,194.12	(1,831.19)
Allocated Funds	18,823.32	20,556.11
Total Capital and reserves	27,017.44	18,724.92



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
LAVENDON PAVILLION PRE SCHOOL

On accounts for the year
ended

31/08/2024

Charity no
(if any)

1152573

Set out on pages

CCXX R1 accounts (ss) & R2 accounts (ss)

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 08 / 2024**.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed: *Simon Davies*

Date: 23/04/2025

Name: Simon Davies

Relevant professional
qualification(s) or body
(if any):

FCCA – Member 0309741

Address:

Rapture Accounts Ltd, 58B High Street, Stony Stratford, Milton Keynes,
Bucks, MK11 1AQ

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.